



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

AMCDCG

CPL 06-08-AMCDCG
1 June 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter - U.S. Army Materiel Command Conference Policy

1. References.

a. DOD 5500.7-R, Joint Ethics Regulation (JER), 30 Aug 93. Change 6, effective 23 March 2006.

b. Secretary of the Army Memorandum, Policy for Travel by Department of the Army Officials, 7 January 2005.

c. Joint Federal Travel Regulation and Federal Travel Regulation.

d. U.S. Army Materiel Command (AMC) Travel Approval Memorandum, June 2006.

2. U.S. Army Materiel Command personnel often attend or provide support at conferences, forums, seminars, symposia, and working sessions hosted by the Federal Government, private organizations, and industry. While the Commander, AMC appreciates the benefit of conferences, responsibility ultimately rests with commanders to determine if it is within the interests of the command or organization to provide support or allow attendance. Senior leaders are fiscally and ethically responsible for implementing the following guidance.

3. Generally, attendance and support (i.e. speaker, equipment, etc.) must be of a direct benefit to the Command or serve identifiable mission-related training interests. Commanders and supervisors will limit attendance and participation to the minimum number of personnel needed to accomplish the benefit. These efforts must be executed in the most fiscally responsible manner without detracting from readiness or mission requirements. Approval authorities must minimize the expenditure of Government resources for conference support and attendance.

4. Prospective attendees and participants at conferences, forums, seminars, symposia, and working sessions must request and receive a written approval prior to attendance or providing support. Approvals must be made in accordance with the Joint Ethics Regulation, Federal travel regulations, the Secretary of the Army Travel Policy, and the AMC Travel Policy. AMC legal offices, travel coordinators, and public affairs officers will provide the necessary support to ensure compliance with the requisite regulatory and statutory authorities.

5. **Federal Government Conferences** are defined as conferences solely planned and funded by a DOD activity or other Federal Agency. Attendance at, and support of these conferences must still be approved by Commanders and supervisors in accordance with paragraphs 3 and 7. A request to attend or support a Federal Government conference is still subject to a legal and fiscal review.

6. **Private Organization/Industry Conferences** are defined as conferences hosted or sponsored solely or in part by a private organization. Requests for attendance and support to such conferences may involve acceptance of travel benefits and offers of free attendance. A legal review of both attendance and support is required by the local legal office. Prior to the legal review, the designated approval authority listed in paragraph 7 below must make the following determinations in writing: (1) adequate funds are available; (2) attendance or support does not interfere with the performance of official duties nor detract from readiness; (3) the event is of interest and benefit to the Army Materiel Command or the local civilian community; and (4) the same support would be provided to comparable events that meet the criteria of this paragraph and are sponsored by other similar private or industrial organizations.

7. **Approval authorities** for both Federal Government and private organization/industrial conferences are designated below.

	APPROVAL AUTHORITIES
Headquarters Army Materiel Command (HQAMC)	
Staff Principals	DCG or EDCG
Staff Personnel	Staff Principals
Command Group Personnel	DCoS
Major Subordinate Commands (MSCs)	
MSC Commanders (CDR) and Director of CMA	DCG
Subordinate Commanders/Directors	MSC CDR, Deputy to the Commander or CoS
All other Personnel	Supervising GO/SES or MSC Cof S

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8. **OCONUS Conferences**, forums, seminars, symposia, and working sessions are defined as any conference taking place outside the Continental United States (CONUS) whether hosted by the Federal Government, foreign government, or private organization, and attended by AMC personnel assigned to a CONUS command or organization.

a. Compliance with the Secretary of the Army Travel Policy (7 Jan 2005) is required for international conferences sponsored by either a foreign government, international private organization, or where more than one foreign government is represented.

b. Compliance with AMC Travel Policy is required.

c. All OCONUS conferences require a legal review from the local legal office prior to submission to HQAMC.

d. All OCONUS conference travel is approved by the Deputy Commanding General, HQ AMC.

9. Nothing in this policy applies to travel to conduct normal official business (e.g., travel to visit subordinate installations) or to accomplish military training (e.g., attending any military school).

10. POCs for this policy are the Deputy Chief of Staff (DSN 656-9709) and the Office of Command Counsel, (DSN 656-8700).

FOR THE COMMANDER:

//Signed//

WILLIAM E. MORTENSEN

Lieutenant General, USA

Chief of Staff

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